

Standard Biology Department Internship Guidelines

It is the responsibility of each student to find an internship that they deem suitable to prepare them for their career goals. Students identify and secure (and then faculty verify) a host organization to support their internship. The College of Arts and Sciences and the University standards for Senior Capstone Internships are included on the Internship contracts created in the Internship Inventory. Students should familiarize themselves with these requirements before signing the internship contract and that they will be charged tuition for summer internship hours. Up to now, there has been no standard guidance for student responsibilities or requirements of products to be returned to the faculty advisor in the Biology Department to receive Capstone credits for an internship. This document was created to provide guidance and consistent requirements for the vast diversity of student internships.

The typical Biology internship (3hrs) consists of 120 hrs of actual contact with the hosting organization and/or its membership or point of contact. Commonly, internships have involved a summer NSF-REU program at a university, doctor/dentist/vet office, private company, government office or program, private farm, non-profit organization, zoo, aquarium, museum, or even biology department faculty or staff. There seems to be little reason to limit the type of internship host organization as long as the faculty advisor is comfortable with the host organization setting and the student gets significant biology career-related experiences, accomplishes the 120 hour requirement, and generates the appropriate final products.

Although some internships may have their own assessment plans or products (e.g. NSF REUs typically have a manuscript style paper and conference presentation – which are acceptable products) most do not; therefore, we require students to do the following:

- 1) Keep a **daily log** of activities, reflections, and photos. This log should record reflections on what was learned and the importance of the internship for both the tasks completed and linkage to career path needs.
- 2) Write up a 3-4 page **final summary** of activities conducted during the internship and the relationship of these activities to coursework and career goals, including positives and negatives, a description of the value of the internship experience, additional personal development that was gained, unexpected benefits or problems that arose during the experience, and problems that were overcome as a consequence of completing the internship. If an **international internship**, then students should also include specifics about how their location impacted what they gained from their internship such as their global experience, global learning, cultural infusion, and cultural observations from their site.
- 3) An updated **Curriculum Vitae** (CV). Faculty may wish to provide a copy of their own CV or that of other faculty as examples of CVs to their students to demonstrate that they are meant to be tailored to the individual's strengths, experiences, and passions or values rather than a single page of past and present job experiences and education. The student can be directed to the ASU Career Developmental Center resources and career counseling staff members to help the student with navigating interviews, resume building, personality testing, as well as national job search databases and search engines (<https://careers.appstate.edu/>). In addition, the student should be made aware that there are many online options to aid in producing a CV [e.g. [http://www.wikihow.com/Write-a-CV-\(Curriculum-Vitae\)](http://www.wikihow.com/Write-a-CV-(Curriculum-Vitae))].
- 4) Create a **letter of intent** for a job or graduate program that could be the next step after the internship experience. The position can be real or fictional and could be a government agency, graduate or professional school, or private company.

The responsibility of the Internship Advisor/Mentor is to review these four products and give feedback on the product quality as needed AND post a grade for the Internship at the end of the semester.

During the Fall and Spring semesters these internships will fall under the regular tuition costs for students and responsibilities covered by the faculty's 9-month salary; however, during the Summer I and II semesters, faculty will receive a tuition-generated stipend per 3hr Internship mentored. Students will be charged tuition for 3hrs.

Instructions for creating a new internship in the Internship Inventory

*Before loading an Internship, faculty please open the student's DegreeWorks page and make sure they have the minimum GPA (2.0, unless they are a new transfer without a GPA yet), and if they are attempting to register for BIO 4910 Capstone Internship they have at least 90hrs by the time they start **and** that they have completed a WID course.*

Also students should be reminded that tuition will be charged to them for each credit hour during the summer sessions (~\$150.hr)

- 1) Navigate to the online Internship Inventory at <https://internshipinventory.appstate.edu/> and log in using your regular ASU password.
- 2) Then load the students banner number which will automatically populate most of their needed info. Also click on the term (be sure to notice the earliest and latest dates for internships which will show up once you've clicked on the button), the location, department, and Internship Host, then click on "Create Internship." Internships should be designated to the term in which the student begins the internship, not ends it.
- 3) On the next page to the left, you will need to add an Emergency Contact for the student or the program will not allow the Dept Signature Authority (the chairs) to move the documents to the next level of approval.
- 4) For the Biology course you should select either BIO 4900 (1-6hrs) Internship or BIO 4910 (3hrs) Capstone Internship in Biology [CAP]. In general students should work 40hrs/credit hour earned. If a student wishes to earn up to 6hrs for a 10 week REU or other intensive experience they should talk with Dr. Tuberty setting up the 3hr BIO 4910 (there is a 3hr limit) and another 3hr BIO 3500 Independent Research or 3hr BIO 4900 Internship will need to happen.
- 5) Load the Start and End dates for the internship – again being aware of the limits on the dates for the Term selected (students are not to start their internships until the registrar has posted the course).
- 6) Create a title for the internship that describes the experience or host in less than 28 characters.
- 7) On the left and right side load the Host Details, Supervisor contact info, Compensation, and hours per week (total number of hours must be at least 120 hrs for a 3hr capstone) that the student should provide to you.
- 8) Now, SAVE the info you have added to the internship.
- 9) Return back to the top of the page and select "Create Contract" which will generate a contract that will need to be signed by the Internship host supervisor and the student.
- 10) Print the contract and have one of the Biology Dept chairs (Drs. Tuberty*, Murrell, or Madritch) sign it. *Try first.
- 11) Then scan and email the contract to yourself, and upload the signed contract to the Internship Inventory by clicking on the "Add Document" button and find the file on your computer to upload.
- 12) Finally, click on the radio button at the top under Next Status that says "Forward to Signature Authority."
- 13) There is no automatic email 'ping' to the Department (yet) letting the chairs know that there is a new internship in the cue, so please send an email to tubertysr@appstate.edu and let me know to sign off on the internship. The internship application then continues on to Jeni Wyatt in the CAS offices for final approval before arriving at the Registrars office, where it is put on the students list of courses.